



DTS - InRange Salary Comparison Report Instructions for In-Range Hire Actions



When processing in-range appointments and reinstatements, an agency must ensure the related education and experience of any lower-paid, classified, incumbent employees within the agency, working in the same job classification and county, are reviewed in comparison to that of the new-hire. While this report may be utilized for other scenarios, the primary purpose is to provide a listing of individuals who could be impacted by an in-range appointment or reinstatement action.

Basic instructions for report use are available as a separate document on the HR website under [Resources/Reports](#). The specific instructions provided below include the criteria necessary to obtain this particular listing, to ensure compliance with 101 KAR 2:034, Sections 1 and 2.

1. **Org Structure:** Select the organizational unit that represents the highest authorization level of the Appointing Authority. (Any questions should be directed to the assigned Personnel Administration consultant.)
2. **Reporting Period:** Select **Key Date** and enter the new-hire's effective date in the field provided.
3. **Job:** Key the job ID that describes the new-hire's position.
4. **Work County:** Enter the work county of the new-hire's position.

DTC In Range Salary Comparison

483 OrgUnits Search Help

Period
Reporting Period Key Date 08/01/2015

Selection Criteria

Personnel Number		
Employment Status		
Personnel area		
Personnel subarea		
Employee group	A	
Employee subgroup	58	
Job	20001753	

Program selections

Work County	037	to	
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Output format

☒ SAP List Viewer

The report output lists all employees within the designated organizational structure, with an *Employment Status* of active or inactive, who work within the specified job classification and work county.

The screenshot below provides the complete column output.

DTC In Range Salary Comparison																			
Cab ID	Cabinet Name	Dept ID	Department Name	Position	Job	Job	Pers.No.	First name	M	Last name	Work	Personnel Sub	ESgrp	Employee Subgroup	Employee Status	Annual Salary	Hourly Salary	Monthly Salary	SMOS
10102499	Finance and Administration Cabinet	10102697	Department of Revenue		20001753	Internal Policy Analyst I					037	FT N-Exempt	01	ASC Salary 40	B				
10102499	Finance and Administration Cabinet	10102697	Department of Revenue		20001753	Internal Policy Analyst I					037	FT N-Exempt	01	ASC Salary 40	B				
10102499	Finance and Administration Cabinet	10102697	Department of Revenue		20001753	Internal Policy Analyst I					037	FT N-Exempt	01	ASC Salary 40	B				
10102499	Finance and Administration Cabinet	10102874	Office of the Controller		20001753	Internal Policy Analyst I					037	FT N-Exempt	01	ASC Salary 40	B				
10102499	Finance and Administration Cabinet	10102697	Department of Revenue		20001753	Internal Policy Analyst I					037	FT Exempt	01	ASC Salary 40	B				
10102499	Finance and Administration Cabinet	10102874	Office of the Controller		20001753	Internal Policy Analyst I					037	FT N-Exempt	01	ASC Salary 40	B				

Understanding the Report Output

Employees listed on the report output will need to be individually reviewed.

- Any employee, hired on the same effective date as the in-ranged new-hire, is not considered to be an incumbent employee, and therefore must be eliminated from further consideration.
- Employees on Sick Leave without Pay by Personnel Action would need to be included in the agency's comparison review. However, if the agency determines an increase is warranted, the related *Change in Pay – Due to New Appointee* action should not be processed until the employee is returned to active status in the system. Upon return, the agency should process the necessary action, effective on the employee's return date, to adjust the employee's salary accordingly.
- Employees on Military Leave without Pay would need to be included in the agency's comparison review. If the agency determines the salary should be adjusted, the related *Change in Pay – Due to New Appointee* action should be processed immediately. The salary increase would be effective on the hire date of the in-ranged employee.